



# **ADJUDICATION MANUAL**

Updated June 2019



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## **PURPOSE OF *SafeLight***

Select signalized intersections within the City of Raleigh are equipped with *SafeLight* cameras that monitor and record motorists running red lights. *SafeLight*'s goal is to decrease the number of motorists running red lights and the crashes they cause and make Raleigh's intersections safer for the traveling public.



**GENERAL ASSEMBLY OF NORTH  
CAROLINA SESSION 2001**

**SENATE BILL  
243 RATIFIED  
BILL**

AN ACT TO AUTHORIZE CERTAIN MUNICIPALITIES TO USE TRAFFIC CONTROL PHOTOGRAPHIC SYSTEMS AND TO AUTHORIZE CERTAIN MUNICIPALITIES TO USE RED LIGHT CAMERAS FOR SAFETY, FOR SCHOOLS, BUT NOT FOR PROFIT.

The General Assembly of North Carolina enacts:

**SECTION 1.** Subsection (d) of G.S. 160A-300.1 reads as rewritten:

"(d) This ~~aet~~ section applies only to the Cities of Albemarle, Charlotte, Durham, Fayetteville, Greensboro, High Point, Rocky Mount, Wilmington, Greenville, and Lumberton, and to the Towns of Chapel Hill, Cornelius, Huntersville, Matthews, Nags Head, and Pineville-Pineville, and to the municipalities in Union County only."

**SECTION 2.** G.S. 160A-300.1 is amended by adding a new subsection to read:

"(c1) The duration of the yellow light change interval at intersections where traffic control photographic systems are in use shall be no less than the yellow light change interval duration specified in the Design Manual developed by the Signals and Geometrics Section of the North Carolina Department of Transportation."

**SECTION 3.** Article 15 of Chapter 160A of the General Statutes is amended by adding a new section to read:

**"§ 160A-300.2. Use of traffic control photographic systems in Wake County.**

(a) A traffic control photographic system is an electronic system consisting of a photographic, video, or electronic camera and a vehicle sensor installed to work in conjunction with an official traffic control device to automatically produce photographs, video, or digital images of each vehicle violating a standard traffic control statute or ordinance.

(b) Any traffic control photographic system or any device which is a part of that system, as described in subsection (a) of this section, installed on a street or highway which is a part of the State highway system shall meet requirements established by the North Carolina Department of Transportation. Any traffic control system installed on a municipal street shall meet standards established by the municipality and shall be consistent with any standards set by the Department of Transportation.

(c) Any traffic control photographic system installed on a street or highway shall be identified by appropriate advance warning signs conspicuously posted not more than 300 feet from the location of the traffic control photographic system. All advance warning signs shall be consistent with a statewide standard adopted by the Department of Transportation in conjunction with local governments authorized to install traffic control photographic systems.

(d) Municipalities may adopt ordinances for the civil enforcement of G.S. 20-158 by means of a traffic control photographic system, as described in subsection (a) of this section. If a municipality adopts an ordinance pursuant to this section then, notwithstanding G.S. 20-176, a violation of G.S. 20-158 detected only by a traffic



control photographic system shall not be an infraction. If a violation of G.S. 20-158 is detected by both a law enforcement officer and a traffic control photographic system, the officer may charge the offender with an infraction. If the officer charges the offender with an infraction, a civil penalty issued by the municipality for the same offense is void and unenforceable. An ordinance authorized by this subsection shall provide that:

- (1) The owner of a vehicle shall be responsible for a violation unless the owner can furnish evidence that the vehicle was, at the time of the violation, in the care, custody, or control of another person. The owner of the vehicle shall not be responsible for the violation if the owner of the vehicle, within 21 days after receiving notification of the violation, furnishes the office of the mayor of the municipality that issued the citation:
  - a. The name and address of the person or company who leased, rented, or otherwise had the care, custody, and control of the vehicle;
  - b. An affidavit stating that the vehicle involved was, at the time, stolen or in the care, custody, or control of some person who did not have permission of the owner to use the vehicle; or
  - c. A statement that the person who received the citation is not the owner or driver of the vehicle, or that the person who received the citation was not driving a vehicle at the time and location designated in the citation.
- (2) A violation detected by a traffic control photographic system shall be deemed a noncriminal violation for which a civil penalty of fifty dollars (\$50.00) shall be assessed and for which no points authorized by G.S. 20-16(c) shall be assigned to the owner or driver of the vehicle nor insurance points as authorized by G.S. 58-36-65.
- (3) The owner of the vehicle shall be issued a citation that shall be attached to photographic evidence of the violation that identifies the vehicle involved. The citation shall clearly state the manner in which the violation may be challenged. The owner of the vehicle shall comply with the directions on the citation. The citation shall be processed by officials or agents of the municipality and shall be forwarded by personal service or first-class mail to the address given on the motor vehicle registration. If the owner fails to pay the civil penalty or to respond to the citation within the time period specified on the citation, the owner shall have waived the right to contest responsibility for the violation and shall be subject to a civil penalty not to exceed one hundred dollars (\$100.00). The municipality may establish procedures for the collection of these penalties and may enforce the penalties by civil action in the nature of debt.
- (4) The municipality shall establish a nonjudicial administrative hearing process to review objections to citations or penalties issued or assessed under this section. The municipality may establish an appeals panel composed of municipal employees to review objections. If the municipality does not establish an appeals panel composed of municipal employees, the mayor of the municipality shall review and make a final decision on all objections.
- (e) The duration of the yellow light change interval at intersections where traffic



control photographic systems are in use shall be no less than the yellow light change interval duration specified in the Design Manual developed by the Signals and Geometrics Section of the North Carolina Department of Transportation.

(f) A municipality enacting an ordinance implementing a traffic control photographic system may enter into a contract with a contractor for the lease, lease-purchase, or purchase of the system. The municipality may enter into only one contract for the lease, lease-purchase, or purchase of the system and the duration of the contract may be for no more than 60 months. After the period specified in the contract has expired, the system shall either be the property of the municipality or the system shall be removed and returned to the contractor.

(g) The clear proceeds from the citations issued pursuant to the ordinance authorized by this section shall be paid to the county school fund. The clear proceeds from the citations shall mean the funds remaining after paying for the lease, lease-purchase, or purchase of the traffic control photographic system; paying a contractor for operating the system; and paying any administrative costs incurred by the municipality related to the use of the system.

(h) This section applies only to the municipalities in Wake County. For purposes of this section, a municipality is in Wake County if fifty-one percent (51%) or more of the land area of the municipality lies within Wake County."

**SECTION 4.** Article 15 of Chapter 160A of the General Statutes is amended by adding a new section to read:

**"§ 160A-300.3. Use of traffic control photographic systems in the City of Concord.**

(a) A traffic control photographic system is an electronic system consisting of a photographic, video, or electronic camera and a vehicle sensor installed to work in conjunction with an official traffic control device to automatically produce photographs, video, or digital images of each vehicle violating a standard traffic control statute or ordinance.

(b) Any traffic control photographic system or any device which is a part of that system, as described in subdivision (a) of this section, installed on a street or highway which is a part of the State highway system shall meet requirements established by the North Carolina Department of Transportation. Any traffic control system installed on a municipal street shall meet standards established by the municipality and shall be consistent with any standards set by the Department of Transportation.

(c) Any traffic control photographic system installed on a street or highway must be identified by appropriate advance warning signs conspicuously posted not more than 300 feet from the location of the traffic control photographic system. All advance warning signs shall be consistent with a statewide standard adopted by the Department of Transportation in conjunction with local governments authorized to install traffic control photographic systems.

(d) Municipalities may adopt ordinances for the civil enforcement of G.S. 20-158 by means of a traffic control photographic system, as described in subsection (a) of this section. Notwithstanding the provisions of G.S. 20-176, in the event that a municipality adopts an ordinance pursuant to this section, a violation of G.S. 20-158 at a location at which a traffic control photographic system is in operation shall not be an infraction. An ordinance authorized by this subsection shall provide that:

(1) The owner of a vehicle shall be responsible for a violation unless the owner can furnish evidence that the vehicle was, at the time of the violation, in the care, custody, or control of another person. The owner of the vehicle shall not be responsible for the violation if the owner of the vehicle, within 21 days after notification of the violation, furnishes



the officials or agents of the municipality which issued the citation:

- a. The name and address of the person or company who leased, rented, or otherwise had the care, custody, and control of the vehicle; or
- b. An affidavit stating that the vehicle involved was, at the time, stolen or in the care, custody, or control of some person who did not have permission of the owner to use the vehicle.

(2) A violation detected by a traffic control photographic system shall be deemed a noncriminal violation for which a civil penalty of fifty dollars (\$50.00) shall be assessed, and for which no points authorized by G.S. 20-16(c) shall be assigned to the owner or driver of the vehicle nor insurance points as authorized by G.S. 58-36-65.

(3) The owner of the vehicle shall be issued a citation which shall clearly state the manner in which the violation may be challenged, and the owner shall comply with the directions on the citation. The citation shall be processed by officials or agents of the municipality and shall be forwarded by personal service or first-class mail to the address given on the motor vehicle registration. If the owner fails to pay the civil penalty or to respond to the citation within the time period specified on the citation, the owner shall have waived the right to contest responsibility for the violation, and shall be subject to a civil penalty not to exceed one hundred dollars (\$100.00). The municipality may establish procedures for the collection of these penalties and may enforce the penalties by civil action in the nature of debt.

(4) The municipality shall institute a nonjudicial administrative hearing to review objections to citations or penalties issued or assessed under this section.

(e) The duration of the yellow light change interval at intersections where traffic control photographic systems are in use shall be no less than the yellow light change interval duration specified in the Design Manual developed by the Signals and Geometrics Section of the North Carolina Department of Transportation.

(f) The clear proceeds from the citations issued pursuant to the ordinance authorized by this section shall be paid to the county school fund. The clear proceeds from the citations shall mean the funds remaining after paying for the lease, lease-purchase, or purchase of the traffic control photographic system; paying a contractor for operating the system; and paying any administrative costs incurred by the municipality related to the use of the system.

(g) This section applies only to the City of Concord."

**SECTION 5.** This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 4<sup>th</sup> day of July,

2001.



## CITY OF RALEIGH MUNICIPAL CODE

### Sec. 11-2134. - DEFINITIONS.

(a) **Traffic-control photographic system.**

An electronic system consisting of photographic, video or electronic camera and vehicle sensor installed to work in conjunction with and official traffic control and to automatically produce photographs, video or digital images of each vehicle violating a standard traffic control.

(b) **In operation.**

In good working order.

(c) **System location.**

The approach to an intersection toward which a traffic control photographic system is directed and in operation.

(d) **Vehicle owner.**

The *person* identified by the N.C. Department of Motor Vehicles as the registered *owner* of a motor vehicle.

(Ord. No. 2001-108, §1, 11-7-01)

### Sec. 11-2135. - GENERAL.

(a) It *shall* be unlawful for a vehicle to cross the stop line at a system location when the traffic signal for that vehicle's direction of travel is emitting a steady red light, or for a vehicle to violate any other traffic regulations specified in G.S. 20-158.

(b) The *owner shall* be responsible for a violation under this section, except when the *owner* can provide evidence that the vehicle was in the care, custody, or control of another *person* at the time of the violation as described in (c).

(c) Notwithstanding (b) above, the *owner* of the vehicle *shall* not be responsible for the violation if no more than thirty (30) days after notification of the violation he furnishes any of the *following* to the City:

(1) An affidavit stating the name and address of the *person* or entity who had the care, custody or control of the vehicle at the time of the violation.

(2) An affidavit by the *owner* stating that at the time of the violation the vehicle involved was stolen. The affidavit must include supporting evidence, such as insurance or police report information.

(3) An affidavit that the *person* who received the citation is not the *owner* of the vehicle and was not the driver of it, or a notarized statement that the *person* who received the citation was not driving any vehicle at the time and place designated in the citation.

(d) The Raleigh Transportation Department *shall* administer the traffic-control photographic system and program and *shall* maintain a list of system locations and *shall* see that all locations are marked as required by c.286, s.l.2001.

(Ord. No. 2001-108, §2, 11-7-01; ; Ord. No. 2003-434, §1, 5-6-03; Ord. No. 2003-497, §1, 9-2-03)





**Sec. 11-2136. - PENALTY AND APPEAL.**

- (a) Any violation of this section *shall* be deemed a non-criminal violation for which a civil penalty of fifty dollars (\$50.00) *shall* be assessed. The violation *shall* not be assessed any points pursuant to G.S. 20-16(c) or G.S. 58-36-65. Notice of the violation *shall* be forwarded to the *owner* by personal service or first class mail to the address given on the motor vehicle registration. The *owner shall* have thirty (30) days to respond to the notice of violation. If the *owner* fails to pay the civil penalty or to respond to the notice of violation within the time period specified on the citation, the *owner shall* have waived the right to contest responsibility for the violation and *shall* be subject to an additional penalty of fifty dollars (\$50.00). The *City may* establish procedures for the collection of these penalties and *may* enforce the penalties by civil action in the nature of debt.
- (b) A notice of appeal *shall* be filed within thirty (30) days after receiving notification of the violation. Failure to give notice of appeal within this time period *shall* constitute a waiver of the right to contest the citation. Appeals *shall* be heard by an administrative process established by the *City* and set out on each citation. Anyone desiring an appeal must post a bond equal in amount to the civil penalty for the violation before an appeal hearing will be scheduled. A member of the appeals panel may waive or reduce the bond upon receipt of sworn evidence that the appealing party is unable to pay the full amount of the bond. Sworn evidence must be submitted within seven (7) calendar days after a notice of appeal has been filed. Appeals from a decision of the appeals panel *shall* be by certiorari to the Superior Court of Wake County.

(Ord. No. 2001-108, §3, 11-7-01; Ord. No. 2003-434, §§2, 3, 5-6-03; Ord. No. 2003-497, §§2, 3, 9-2-03)



## STATEMENT OF TECHNOLOGY

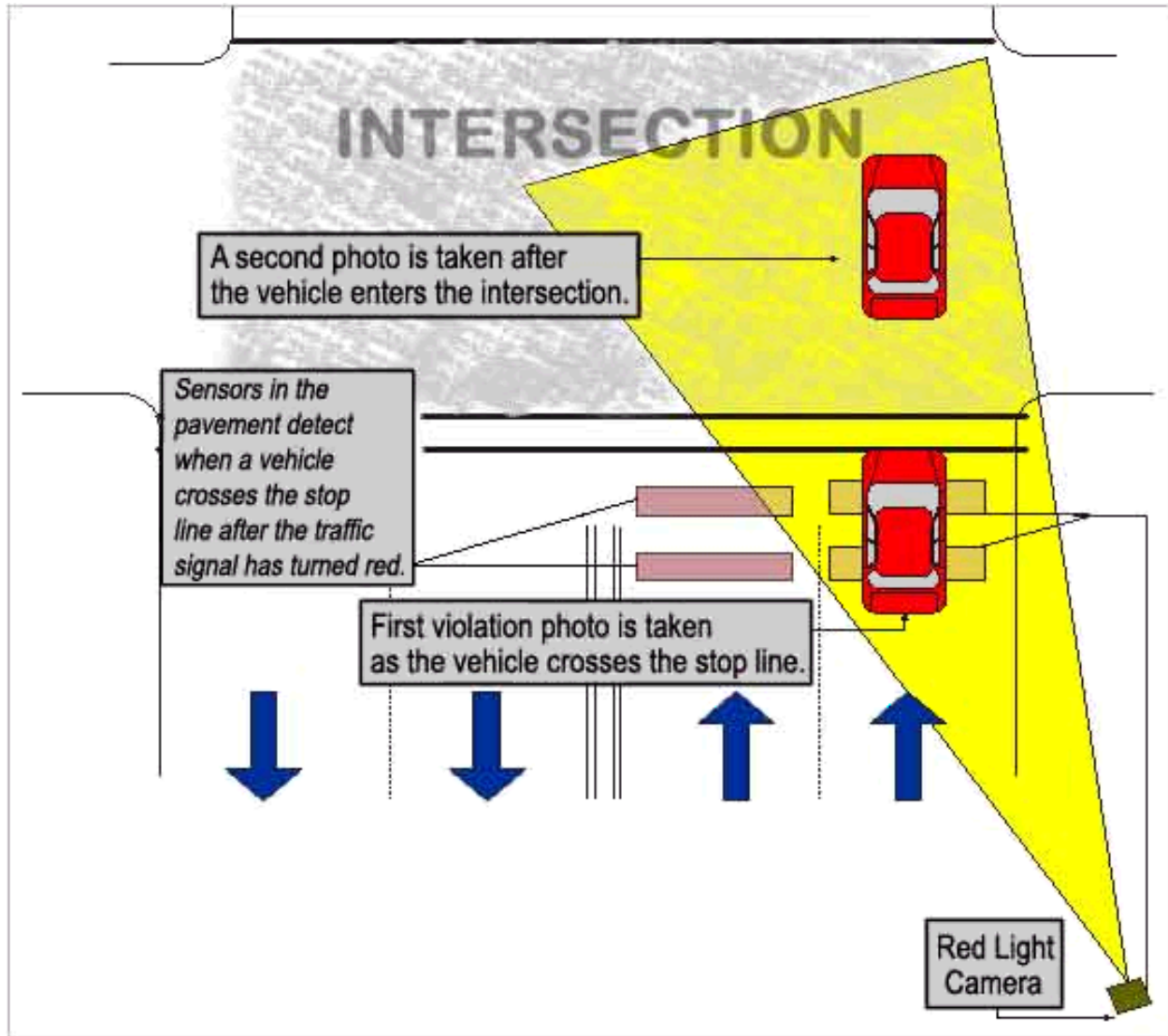
The *SafeLight* camera system uses a high-speed industrial digital camera, along with high-speed flash units, that are connected to and controlled by a computer. The computer is connected directly to the traffic signal's control box and depending on location, sensors to detect the vehicles are either embedded in the road or detected by radar. The program will be phasing out the locations where the sensor loops are embedded in the pavement and replace with radar detection. A locked and bullet-resistant housing protects the system from tampering.

The *SafeLight* camera system is activated, and enforcement begins, when the signal light turns red. Once the signal light turns green, the system automatically turns off and enforcement ends. The system is designed so that it can only take a photograph during the red light phase. It cannot take a photograph during a yellow or green light phase. In other words, the *SafeLight* camera system cannot take a picture unless and until the light facing the driver is red. The *SafeLight* camera continuously monitors the traffic signal and allows for 24-hour enforcement.

The *SafeLight* camera system is programmed so that drivers who enter the intersection on a green light and find themselves in the intersection as the light turns yellow or red are not photographed. This system is designed to catch only those violators who enter the intersection after the traffic signal has turned red.

Once a vehicle either passes over the sensors embedded in the road or is detected by radar, the camera takes two photographs. The first photo shows the vehicle entering the intersection. The second photo shows the vehicle proceeding through the intersection. The data box in the first photo records the violation date and time, time signal was yellow preceding the violation and red time elapsed when the violation occurred. The data box in the second photo records the violation date and time, time interval between the first and second photograph, red time elapsed when the vehicle is photographed proceeding through the intersection and speed of the vehicle at the time of the violation. Trained technicians view each photograph to ensure a violation has occurred and that someone did not simply stop late. Two different technicians view each photograph to ensure accuracy. Special scanners are used to zoom in on the license plate and read the plate clearly.

If a violation has occurred, the name, address and identifying information of the registered owner is obtained from the North Carolina Division of Motor Vehicles, based upon the license plate of the vehicle which has been photographed. The City of Raleigh's Department of Transportation Staff verifies each citation is valid prior to the citation being mailed to the registered owner of the vehicle. The City will not ticket for legal right turn on red.



## SafeLight CAMERA LOCATIONS



Typical SafeLight Camera



Typical Advance  
Warning Sign

- Dawson Street at South Street
- Six Forks Road at Rowan Street
- Dawson Street at Morgan Street
- Capital Boulevard at Highwoods Boulevard
- Peace Street at West Street
- Brentwood Road at New Hope Church Road
- New Bern Avenue at Tarboro Street
- Millbrook Road at Old Wake Forest Road
- Six Forks Road at Dartmouth Road
- Wilmington Street at Chapanoke Road
- McDowell Street at Morgan Street
- New Bern Avenue at I440 (Inner)
- New Bern Avenue at I440 (Outer)
- Capital Boulevard at New Hope Church Road
- Martin Luther King Jr. Boulevard at Blount Street



## CITATION PROCESSING

All processes handled by the contractor, including Customer Service.

1. Images are downloaded from cameras daily.
2. Images are reviewed by double blind entry by trained technical staff. If it is not proper violation, then no citation is issued. Final decision whether or not to issue citation rests with City's project manager.
3. Citation sent to registered vehicle owners within 2 business days of approval from City staff.
4. A person who was cited, but who was not driving the vehicle when the violation occurred has three ways to contest the citation. He or she may:
  - a. Transfer responsibility to the actual driver using the space provided on the citation. Complete instructions for transferring responsibility are printed on the back of each citation.
  - b. Request an appeal hearing. The appeal form is also printed on the back of each citation.
  - c. Submit sworn evidence/affidavit establishing the ownership and use of the vehicle. An affidavit for use with option three is available online or by calling the SafeLight office at 919-832-7436.

**The transfer, appeal request, or affidavit must be returned to the SafeLight office within 30 days of the mail date printed on the citation. Failure to give notice of appeal within this time period constitutes a waiver of the right to contest the citation.**



## **ADMINISTRATIVE HEARINGS - RULES & PROCEDURES**

Requests for hearings should be made by completing the appeal form on the back of the citation notice and mailed to the provided PO Box or by contacting the *SafeLight* office at: 919-832-7436

### **Hearings**

- Conducted at a location provided by the SafeLight Vendor.
- May occur in person or by phone.
- Scheduled by *SafeLight* staff
- Available appeal date and time will be provided by letter from SafeLight staff.
- If requested at time of scheduling, *SafeLight* staff will provide the hearing officers, as part of the hearing packet, a copy of citation, color picture, eTIMS detail screen and FST log.

Recorded by appeals panel and recordings retained by SafeLight vendor.



## Hearing Procedure

- I. Call the hearing to order, state the date and time of the appeals hearing, introduce himself/herself and any other member of the appeals panel, explain the nature of the proceeding, and notify the appellant that the proceedings are being recorded. For example, the Officer may say (start recording at beginning of call to capture date, time, appellant name, etc):

<<START RECORDING>>

- *"The SafeLight Raleigh citation appeals proceedings shall now come to order. I am **J.K. Smith** and this is **A.B. Patel**. We are the hearing officers representing the review panel for today's appeal hearing.*
- *Please be advised that this hearing is being recorded.*
- *The time is **3:30 pm** on **July 4<sup>th</sup>, 2019**. We will be hearing the appeal for the SafeLight Raleigh citation number **S1804637354** sent to **John W. Doe**."*

*(Await appellant confirmation)*

- *"This is a hearing on an appeal from a red-light citation issued through the SafeLight Raleigh program. The appellant has requested an appeal and provided reasons to contest the red-light citation issued.*
- *The citation you received is for a civil penalty and not a criminal offense, You may testify on your own behalf, however you are within your right to pursue representation by legal counsel or agent.*
- *Will someone be representing you today?"*

*(Await appellant confirmation)*

- *"You should also be advised that you may call witnesses on your behalf."*
- *"You may introduce documentary or real evidence."*
- *"You have the right to inspect all documents offered in evidence against you."*
- *"The SafeLight program has provided documents to the appeals panel relating to the citation issued to you and you have the right to review these documents."*
- *"An Adjudication Manual has been provided to the members of the appeals panel and a copy is available online and also available today for your review."*
- *"The appeal hearing is informal, but participants must keep in mind rules of conduct and decorum necessary to maintain order and to reach a fair decision. Appellants and members of the appeal panel will conduct*



*themselves appropriately. The traditional rules of evidence required in courts do not apply.”*

- *“At this time if you are ready to proceed with the hearing, we will proceed with the swearing in process?”*

*(Await appealant confirmation)*

- *“Do you swear or affirm that the information you are about to give is the truth, the whole truth, and nothing but the truth?”*

*(Await appealant confirmation)*

- *“You may now present your case, including any examination of witnesses and introduction of evidence, and make any arguments in support of the appeal.”*

II. Upon hearing the appealant present their case, the Hearing Officer may consider asking the following questions, when appropriate:

- Did the person issued the citation own the vehicle at the date and time shown on the citation?
- Was the person who was issued the citation, driving the vehicle pictured at the date, time and location shown on the citation?
- Was the signal showing a red light prior to the vehicle crossing the stop bar?
- Did the vehicle stop past the stop bar?
- (If “YES,” consider inquiring as to exactly where the vehicle stopped)
- Did the vehicle proceed through the intersection?





- III. At this time, the Hearing Officer may choose to discuss the video evidence associated with the specific citation and may watch it with the appellant for possible corroboration of their statements. To end the appeal session, the Hearing Officer may say the following:
- *“If there is no further evidence that the appellant would like to offer, then the appeal is now closed.*
  - *You will be notified, in writing, of the panel’s decision within 10 business days after the hearing.”*
  - *This hearing is now adjourned*
- IV. At the conclusion of all of the appeal hearings scheduled for a particular day, the Panel will meet and decide each appeal. The appeals panel consists of two people who must reach a unanimous decision. If after making a good faith effort to reach a unanimous decision the members of the appeals panel cannot agree whether to uphold or dismiss a particular citation, the citation will be dismissed. One member of the panel will prepare and sign a final decision.

### **Basis For Decision**

The appeals panel will base its decision only upon competent material and substantial evidence; Hearing Officers will not consider opinion or conclusions of witnesses not supported by factual data or background. If there are facts within the special knowledge of the Hearing Officer or acquired by personal inspection of the premises, such facts may be properly considered. However, they must be revealed at the hearing and made a part of the record so that the appellant will have an opportunity to meet them by evidence of argument and any reviewing court may judge the competency and materiality.

*Yellow clearance times or the amount of time that a signal stays yellow before changing to red have often been contested by appellants during these hearings. According to the NC General Session Law that governs our program (excerpt below), all yellow times are set by NCDOT using the appropriate design parameters. Approved, engineered signal design plans reference the required yellow times and the signal timing for the specific intersections are programmed to match those designed times. Red Light camera intersections are periodically reviewed to verify compliance. Roadways that are maintained by the City follow the same NCDOT signal design parameters. If the Hearing Officer is uncomfortable with any possible signal calculations or discussions presented by an appellant, they may choose to delay their decision until receiving input from the City Department of Transportation.*

***SECTION 2.** G.S. 160A-300.1 is amended by adding a new subsection to read:*

*“(c1) The duration of the yellow light change interval at intersections where traffic control*



*photographic systems are in use shall be no less than the yellow light change interval duration specified in the Design Manual developed by the Signals and Geometrics Section of the North Carolina Department of Transportation."*

In rendering a decision, the Hearing Officer will state the basis of facts on which the official relied with sufficient specificity to inform the parties, as well as any court which may be asked to review the decision.

The Hearing Officer shall render a written decision on the request within 10 Business days of the date of the hearing. The decision of the Hearing Officer must be in writing. The written decision shall be provided to the SafeLight program and SafeLight staff will mail the decision to all parties. The decision of the Hearing Officer shall be subject to review by proceedings in the nature of certiorari in Wake Superior Court within 30 days of the final decision of the appeals panel.

### **Failure Or Refusal To Appear**

Unless the appellant or representative presents special circumstances, failure or refusal to appear at the scheduled hearing shall not constitute ground for rescheduling of the hearing.

SafeLight staff will generally not be present at the Administrative Hearing. SafeLight will provide the Hearing Officer with the case file that was developed upon initiation of the appeal request.



## OFFICE OF HEARING & APPEALS

### SafeLight Citation

Violation: Red light Citation Number: \_\_\_\_\_  
 License: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
 Location: \_\_\_\_\_ Issue Time: \_\_\_\_\_  
 Amount Owed: \_\_\_\_\_

### Appeal Hearing

Hearing Date/Time: \_\_\_\_\_ Hearing Officers Names (Please Print)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Hearing Decision

	YES	NO
Did the person issued the citation own the vehicle at the date and time shown on the citation?	_____	_____
Was the person who was issued the citation, driving the vehicle pictured at the date, time and location shown on the citation?	_____	_____
Was the signal showing a red light prior to the vehicle crossing the stop bar?	_____	_____
Did the vehicle stop past the stop bar? (If "YES", the A or B below)	_____	_____
A. Not in the intersection?	_____	_____
B. In the intersection?	_____	_____
Did the vehicle proceed through the intersection?	_____	_____
Are there other facts the the Appeals Panel relied on to make the decision (describe in detail)?	_____	_____

**FINAL DECISION: CITATION UPHeld** \_\_\_\_\_ **CITATION DISMISSED** \_\_\_\_\_

Additional Comments by Appeals Panel:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Hearing Officer

Internal Office use:

\_\_\_\_\_  
 Corres. (if any) \_\_\_\_\_ Hearing Letter \_\_\_\_\_ Picture \_\_\_\_\_ TIMS detail screen \_\_\_\_\_ FST Log \_\_\_\_\_



Sworn Evidence of Ownership and Use of Vehicle
(Raleigh City Code § 11-2135)

Affidavit

Printed Name: Telephone No. ( )

Address:

I am providing this affidavit under oath. I swear or affirm that the information contained in this Affidavit is true. I understand that giving a false statement under oath could subject me to criminal prosecution. I want the citation issued to me to be dismissed for the following reason (check all boxes that apply):

A. On the date shown in the citation, I did did not own the vehicle shown in the citation issued to me and I currently do do not own that vehicle. I was was not driving the vehicle shown in the citation.

B. I was was not driving any vehicle at the time and place designated in the citation.

C. At the time of the violation, the vehicle involved was stolen or was in the care, custody or control of the following person who did not have permission to use the vehicle:

Name of person illegally using vehicle:

Address:

Telephone No.: (Work) (Home)

D. The following person or entity leased, rented or had the care, custody or control of the vehicle at the time of the violation:

Name of person using vehicle:

Address:

Telephone No.: (Work) (Home)

Signed: Date:

Signed in front of Notary

Sworn to and subscribed before me this the \_\_\_ day of \_\_\_, 20\_\_.

(AFFIX SEAL)

Notary Public
My Commission Expires:



Sworn Evidence Supporting Request to Reduce or Waive Bond  
(Raleigh City Code § 11-2136)

Affidavit

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

I am providing this affidavit under oath. I swear or affirm that the information contained in this Affidavit is true. I understand that giving a false statement under oath could subject me to criminal prosecution. I want to appeal a SafeLight Raleigh citation issued to me, but I am unable to pay the full amount of the \$50.00 bond for the following reasons:

I have attached genuine copies of documents confirming the reasons stated above. I can afford to pay \$10 \$20 \$30 \$40 \_\_\_\_\_ as an appeal bond.

I presently receive (check all that apply):  food stamps, Aid to Families with Dependent Children (AFDC),  Supplemental Security Income (SSI),  None of these.

This is a request to waive or reduce the bond required to have an appeal, not to reduce the fine. Please return the completed appeal request form with this document attached. Please remember to retain a copy of the SafeLight citation for your records.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Signed in front of Notary*

Sworn to and subscribed before me  
this the \_\_\_ day of \_\_\_\_\_, 20\_\_.

(AFFIX SEAL)

Notary Public  
My Commission Expires:

Based on the Affidavit appearing above, the request to reduce or waive the appeal bond is (mark one only):

- Denied.
- Granted and the appeal bond is reduced to \$\_\_\_\_\_.
- Granted and the appeal bond is waived (no bond required).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Member of Appeals Panel)

**ATTENTION! THIS DECISION APPLIES ONLY TO THE BOND AMOUNT, NOT TO THE CITATION AMOUNT IF THE APPEALS PANEL DENIES YOUR APPEAL.**